



## Finance and Office Assistant role - Bedford Based

### The role:

We are looking for an enthusiastic individual to join our Finance team, to perform a variety of financial and administrative duties. This is an exciting opportunity to work with an innovative ed-tech company that is having a huge impact on maths learning worldwide. This role will suit a bright, organised team player, with excellent communication skills.

### About Maths Circle Ltd:

We are a small but rapidly growing team based in Bedford, founded in 2015 by a maths teacher with a passion to improve children's basic numeracy skills worldwide. Our award-winning maths learning platforms, [Times Tables Rock Stars](#) and [NumBots](#), are now used by over 10 million children, with annual subscriptions sold to schools, families and tutors worldwide. The Maths Circle mission is that every child leaves school saying "I was good at maths". Our innovation was recognised with a Queen's Award for Enterprise in 2020 and we were the recipient of the BETT 2022 Company of the Year Award. Times Tables Rock Stars is now used in over 80% of primary schools in England and is fast becoming a household name, having featured in the Beano Brains' Top 50 coolest brands for kids.

Whilst we work hard to make a difference to maths outcomes for millions of children across the world, we also like to have fun whilst we do it. We have a fantastic, supportive team environment. Our constant innovation means that no day is the same and the opportunities are endless! Find out more about us and our values [here](#).

### Reporting to the Senior Leadership Team, the job responsibilities are:

- Data cleansing tasks, including updating data records and speaking to schools to ensure that our systems hold accurate information.
- Dealing with financial customer enquiries by email and over the phone.
- Chasing unpaid sales invoices by email and over the phone.
- Assisting with processing of purchase invoices.

- Processing customer Purchase Orders, liaising with schools over differences and raising associated sales invoices.
- Processing incoming cheque payments.
- Assisting with the allocation of incoming direct payments.
- Assisting with basic bookkeeping tasks.
- Managing the diaries of the Senior Team and scheduling appointments.
- Handling the booking of travel and associated accommodation requirements.
- Organising meetings, business events and team socials.
- Help in managing office supplies.

**Skills and experience required:**

- Experience of accounting software is preferable, but not essential.
- Some knowledge of working within the education sector is preferable, but not essential.
- Strong attention to detail, time management and organisational skills.
- Strong computer skills in particular with Excel, and online diary management.
- Effective written and verbal communication skills.
- Adapts well to changing plans and priorities; deals comfortably with ambiguity.
- Proactive self-starter with the ability to work independently and with minimal guidance.
- Ability and eagerness to learn new things, and help others.
- Maintains strict confidentiality standards and keeps high standards of compliance.
- Able to work under pressure and to tight deadlines.
- Works well in a team environment and with senior management.

**Hours:** Full-time office-based role but can offer flexibility (fixed hours, term-time plus) for the right candidate.

**Where:** Bedford Heights, Brickhill Drive, Bedford, MK41 7PH.

**When:** Deadline for applications is 27th March 2023. Interviews from 17th April 2023. Looking to start as soon as possible from May 2023.

**You will get:**

- Competitive salary in the region of £23,000 - £26,000 depending on experience
- 28 days holiday (including bank holidays)
- Pension contribution
- Training and ongoing support
- Pure Gym membership

Email [recruitment@mathscircle.com](mailto:recruitment@mathscircle.com) for more information on the role.